



Worksheet 2

NAME					الاسم
GRADE	3	الصف	SECTION		الشعبة
SUBJECT	ICT	المادة	DATE		التاريخ
UNIT NO.	2	TOPIC NAME	Parts of an email		

Refer to Pg. 24 of ICT textbook and mark the parts of an email.

To: davidpercy@sportstuff.org	
From: jerry.jones@gmail.com	
Subject: I really, really want this job.	
Hey David,	
I'm writing about the ad for a store manager for Sportstuff listed on the Findajob website. I'm 21 and I've just FINISHED high school! I'm fluent in English and French and have several year's retail experience. I think I'd be a good candidate for this job because I'm hardworking and enjoy interacting with customers. I'm also knowledgeable about sports and athletic equipment.	
See you later.	
Yours	
Jerry	